

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/17/15

CLOSING DATE: 03/26/15 (4:30 PM)

SCDC INTERNAL TITLE: FINGERPRINT SPECIALIST SCDC POSITION #: 010396
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0900 AM - 0500 PM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: FINGERPRINT SPECIALIST STATE JOB CLASS: JA35
BAND: 03 SALARY RANGE \$ 021484 - \$ 039754 SPECIAL INCENTIVE: NO
LEVEL: E SALARY RANGE \$ 025139 - \$ 039754 SCEIS POSITION #: 61019044

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN FINGERPRINT
CLASSIFICATION AND IDENTIFICATION.

AGENCY PREFERRED QUALIFICATIONS:
A HIGH SCHOOL DIPLOMA AND ONE (1) YEAR EXPERIENCE IN THE KNOWLEDGE
AND SKILLS RELATED TO THE OPERATION OF PHOTOGRAPHIC EQUIPMENT.
WILL BE REQUIRED TO RECEIVE APPROPRIATE TRAINING TO OBTAIN SLED
CERTIFICATION IN FINGERPRINTING WITHIN THE FIRST SIX (6) MONTHS OF
ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:
PHOTOGRAPHS AND FINGERPRINTS ALL INMATES ADMITTED TO THE SOUTH
CAROLINA DEPARTMENT OF CORRECTIONS THROUGH THE KIRKLAND RECEPTION
AND EVALUATION CENTER (KR&EC). RESEARCHES, CREATES, PRODUCES AND
ISSUES CARDS FOR SCDC INMATES. PREPARES AND DOCUMENTS IDENTIFICATION
INFORMATION ON ALL INMATES ADMITTED TO SCDC THROUGH THE R&E CENTER.
MAINTAINS SCDC ID SYSTEM FOR RESEARCHING, CREATING, PRODUCING AND
ISSUING CARDS TO SCDC INMATES. MAINTAINS CENTRALIZED FILING SYSTEM
OF FINGERPRINT CARDS FOR ALL INMATES HOUSED IN THE SCDC, IN ACCORDANCE
WITH POLICY. VERIFIES THAT FINGERPRINT INFORMATION IS CORRECT;
FORWARDS THE FINGERPRINT CARDS TO THE SOUTH CAROLINA LAW ENFORCEMENT
DIVISION IN A TIMELY MANNER.

COMMENTS:
MUST ATTEND SCDC BASIC TRAINING